

CLASSIFICATION: ACCOUNTANT I

Class Code: 0041-16

Date Established: 07-01-50

Occupational Code: 7-2-2

Date of Last Revision: 9-1-15

Exempt Status: Non-Exempt

BASIC PURPOSE: To monitor the establishment and maintenance of fiscal services and controls within a specified accounting unit.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Establishes and maintains a system of expenditures and agency budgetary control accounts.
- Prepares financial reports relating to account status and interpretative financial reports.
- Develops accounting systems and procedures provided by federal and state manuals of procedure.
- Designs statistical reports with the responsibility for collecting data and for developing recommendations based upon data collected.
- Supervises accounting and clerical personnel staff and reviews accounting reports, procedural instructions and related background material.
- Collects, analyzes and presents a variety of accounts receivable data.
- Approves adjustment journal methods, verifying for correct application of principles and for mathematical accuracy.
- Takes trial balances, transfers funds, and posts accounting data to general ledger accounts from subsidiary reports and records.

DISTINGUISHING FACTORS:

Skill: Requires skill in developing formats and procedures for special applications OR in investigating and reviewing the use of equipment and data for a specialized function.

Knowledge: Requires logical or scientific understanding to analyze problems of a specialized or professional nature in a particular field.

Impact: Requires responsibility for contributing to immediate, ongoing agency objectives by facilitating the direct provision of services to the public or other state agencies. Errors at this level result in inaccurate reports or invalid test results and require significant investment of time and resources to detect.

Supervision: Requires partial supervision of other employees doing work which is related or similar to the supervisor, including assigning job duties, providing training, giving instructions and checking work.

Working Conditions: Requires performing regular job functions under good conditions in a safe working environment.

Physical Demands: Requires sedentary work, including continuous sitting or occasional standing and walking.

Communication: Requires explaining facts, interpreting situations, or advising individuals of alternative or appropriate courses of action. This level also requires interviewing or eliciting information from state employees or members of the general public.

Complexity: Requires a combination of job functions to establish facts, to draw daily operational conclusions, or to solve practical problems. This level also requires providing a variety of alternative solutions where only limited standardization exists.

Independent Action: Requires a range of choice in applying a number of technical or administrative policies under general direction and in making routine decisions or in recommending modifications in work procedures for approval by supervisor.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree from a recognized college or university with major study in accounting or business administration. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: One year's experience in accounting or auditing work. Each additional year of approved work experience may be substituted for one year of required formal education.

License/Certification: None required.

SPECIAL REQUIREMENTS:

For appointment consideration, Accountant I applicants must successfully participate in a structured interview measuring possession of knowledge, skills, and abilities identified as necessary for satisfactory job performance by this class specification. The structured interview is developed and administered, according to Division of Personnel guidelines, by representatives of the state agency in which the vacancy exists.

RECOMMENDED WORK TRAITS: Knowledge of accounting principles and methods and ability to apply and adapt established methods to accounting transactions. Knowledge of office practices and procedures. Ability to supervise accounting staff. Ability to perform detailed work involving written or numerical data and to make arithmetical calculations rapidly and accurately. Ability to interpret financial statements and to prepare accurate accounting reports and statements. Ability to establish and maintain effective working relationships with co-workers and the public. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

DISCLAIMER STATEMENT: This class specification is descriptive of general duties and is not intended to list every specific function of this class title.